



Division Guideline #39

Date: Created March 4, 2014

Title: MOCABI and Vineland Certification Process

Application: Regional Office and TCM Entities

Purpose: To provide a consistent process of improving the effectiveness and accuracy of assessments conducted for purposes of eligibility, including the Vineland Adaptive Behavior Scales and the MOCABI

1. Vineland Certification Process:
The publisher of the Vineland established basic qualifications for ordering and administering the instrument. These qualifications are sufficient to administer or ensure the appropriate use of this instrument for purposes of eligibility. Vinelands from other sources may be accepted as part of the eligibility process.
2. Completion of the following certification process must occur prior to July 1, 2014, and must be completed both by individuals who have been administering the instrument prior to the effective date of the guideline as well as staff newly identified as administrators who also meet the minimal qualifications of a Support Coordinator. Two roles are identified in this process: “Instructors” who are responsible for providing and maintaining training in their organization, and “Administrators” who are certified to administer the instrument. The process and steps for certification, in order to be completed, are listed as follows:
 - A. Intake/Assessment Leads and TCM Entity staff members may be selected by their organization to take the training course established for the Instructors, and will be identified on the Database as Certified Instructors. Specific training will be offered to Instructors identified by the Regional Office and TCM Entities. If a TCM entity decides not to identify an internal staff member to be the Instructor for their organization, they will utilize the Instructor from the local Regional Office.

3. Certification Process for Administrators:
 - A Introduction: Prospective Administrator will review the instrument with the trainer
 - B Observation: Observe a minimum of two MOCABIs administered by an experienced and certified Instructor.
 - C E-Learning and Assessment: Complete the E-Learning MOCABI Training and Examination with at least 90% of the test items completed correctly.
 - D Supervised Practice: Complete a minimum of two administrations under the observation and tutelage of a MOCABI Instructor.
 - E Instructors will possess the authority to require remedial training in the event that E-Learning course is failed, or if a pattern of inaccuracy is noted during or after the training. Remedial steps can include any or all of the following.
 - a) If the test is not passed on the first attempt, the staff person will have to wait 30 days before he/she may take the test again and then will be required to complete two MOCABIs under observation by the trainer.
 - b) If the test is not passed on the second attempt, the staff person will have to wait 60 days before he/she may retake the test. In those 60 days, remedial instruction and observation will be completed by the trainer who will determine/approve if a third attempt should be made to pass the test.
 - c) If the trainer does not recommend the staff person make a third attempt to pass, the trainer will consult with other trainers to make a final decision.
 - d) A database of certified MOCABI and Vineland administrators will be maintained by the Division of DD and available through the Division website. Lists of qualified and certified administrators will be forwarded to the local I/A Lead at the Regional Office for inclusion into the Statewide Database.
 - F Final approval for the Certification is dependent on the Instructor's judgment and recommendation.
4. No TCM Entity is required to administer the assessments.
5. Certifications of Administrators are valid for two years from date of issue. Certifications may be renewed through an Inter-Rater Reliability process conducted by the Instructor. Instructors' certification is also valid for two years, and re-certification will be available through participation in additional specific training offered through the division for this purpose.
6. In the event that the Instructor for a TCM entity is no longer available for that purpose, such as when an Instructor is no longer employed by the TCM entity, the training for that entity shall be provided by the local Regional Office Staff until and unless another individual is able to be trained. Regional Offices who no longer employ their Instructors shall use the Instructor from another Regional Office(s).

7. Regional Office I/A staff and TCM entities may request an alternative assessment if the accuracy or validity of a particular MOCABI or Vineland is in question. Final eligibility decision remains with the Regional Office, and request for review can be made to the local Regional Director, who retains final authority. This process does not affect the ability of an applicant to appeal a finding of ineligibility.

This guideline will be reviewed and updated annually, if needed.